

Checklist for Your Visit to the Montana Historical Society Research Center

Familiarize yourself with [our collections](#) (and search our online catalog) to determine which collections you'd like to view. If you are uncertain about what you need, our knowledgeable staff will assist you once you arrive.

- If visiting:
 - ✓ On a specific day, [verify that we are open](#) that day.
 - ✓ On a Saturday, please call (406) 444-2681 prior to 3:00 p.m. *the day before*. (We cannot pull archival collections on Saturdays.)
 - ✓ With a group of 5 or more, please call ahead to schedule an appointment.
- Suggested items to bring:
 - ✓ **Photo ID (required)**
 - ✓ Digital camera (use subject to staff approval)
 - ✓ Thumb drive for free scans from digital microfilm readers and computers. We sell 4GB thumb drives for \$10.00. (Printouts from microfilm readers cost \$.75 per page. Printouts made from a computer cost \$.25 per page.)
 - ✓ Laptop computer. (We have free wireless Internet.)
 - ✓ Earplugs/earbuds for quiet concentration
 - ✓ Cash, credit card, or check for any costs accrued
- Equipment we provide:
 - ✓ Pencils. (We do not allow pens in the reading room.)
 - ✓ Free lockers and locks for storing coats, purses, and other personal items
 - ✓ Digital microfilm readers
 - ✓ Photocopiers (Photocopies are \$.25 for 8 ½ x 11 and 8 ½ x 14 copies and \$.40 for 11 x 14 copies.)
 - ✓ Scrap paper for handwritten note-taking
 - ✓ Public computers with access to the Internet and subscription databases
 - ✓ Video equipment (VHS/DVD players and TV) for viewing films
 - ✓ Tape recorders for listening to audio resources
 - ✓ Headphones
 - ✓ Props for holding/stabilizing materials
- Items not allowed in the Research Center:
 - × Scanners of any kind or size
 - × Briefcases, bags, backpacks, purses, laptop bags
 - × Food or beverages
 - × Cell phones (If you must have phone access, use vibrate setting and take calls in lobby.)
 - × Adhesive materials such as sticky notes or gum
 - × Pens